

- ☐ Ingredient for new product (R&PD)
- ☐ Ingredient for existing product (Product Supply)



PROCESS FOR ASSESSING VENDOR TOTAL VALUE

Vendor Name & Address:	Ingredient Generic Name, Brand Name, Vendor Part #:
Vendor Contact Name:	Ingredient Manufacturer (if different):
Vendor Contact Title:	Vendor email:
Vendor Phone #:	Vendor Fax #:

	Criteria	Documentation	Status
For Individual Ingredient	Not tested on animals	Signed letter	
	Genetically Modified Organism Status	Signed letter or policy statement	
	Kosher Certification	From any certifying agency; if not kosher, why not?	
	Ingredient is safe	Safety Test information, GRAS listing, MSDS	
	Meets Tom's of Maine specifications	Specification sheet	
	Sample meets Tom's of Maine specification	Certificate of Analysis for sample lot	
	Vendor certifies ingredient is naturally derived	Signed letter	
	Vendor's manufacturing process for ingredient is natural, sustainable, responsible, and fulfills the Company Mission	Signed letter describing process, facility, & location.	
	Sources of all ingredients going into vendor's manufacturing process for this item are natural, sustainable, responsible, and fulfill the Company Mission	Signed letter describing ingredients and process for obtaining them	
	R&PD review of ingredient performance within product	Package compatibility, stability, organoleptic evaluation, physical/chemical properties	
	Special R&PD review of ingredient performance within OTC products	Bio-availability of drug active. Regulatory impact. Additional testing requirements.	
Logistics	Price (for different volume breaks) and Transportation cost		
	Lead time, warehouse location, options for vendor managed inventory		
	Storage conditions & Container options		
Vendor	Policy on animal testing, Genetically Modified Organisms, and Kosher certification	Signed letter	
	Vendor's manufacturing processes and ingredient sources are natural, sustainable, and responsible	Signed letter describing processes, facilities, & locations.	
	Vendor's corporate values/stewardship	Press clippings. Company documents	

	Criteria	Documentation	Status
For Tom's Use Only	<p>Case by case assessment against the Tom's of Maine Stewardship model</p> <ul style="list-style-type: none"> • Natural • Sustainable • Responsible <p>Impact of changing ingredient on corporate communications</p> <ul style="list-style-type: none"> • Art or text on carton, tube, label, shrink • Website communications • Collateral material 	<p>Tom's of Maine Stewardship Model</p> <p>Design brief</p>	